



IPR# 42450 DATE: January 8, 2018

TITLE: Reproduction Services Technician III

OFFICE: Office of Finance & Administration / Bureau of Business Services

CONTRACT: AFSCME – RC14

BRIEF DESCRIPTION OF DUTIES: Under general supervision of the Print Shop Manager, serves as a specialist in the operation of all complex reproduction equipment. Oversees all shop procedures in an effort to provide quality statewide printing and duplicating services within critical time constraints. Performs minor repairs and routine maintenance on equipment. Confers with departmental staff on printing assignment specifications.

TRAINING & EXPERIENCE: Requires knowledge, skill and mental development equivalent to completion of four years of high school supplemented by three years of experience in the operation of offset presses. Requires extensive knowledge of high production printers, operations, and maintenance and repair procedures. Requires extensive knowledge of paper stocks and weights. Requires elementary knowledge of math, skill in the operation of equipment to produce quality materials on a production basis and the ability to follow oral and written instructions. Requires the ability to recognize and correct complex operations errors and machine malfunctions and the ability to provide leadership, guidance, instruction and training to lower level Reproduction Service Technicians. Must be able to lift approximately a minimum of 50 lbs. and work in an environment surrounded by chemicals. Ensures compliance with departmental safety rules.

UNIT: Bureau of Business Services / Reproduction Services Unit

LOCATION: 2300 S. Dirksen Parkway, Springfield, IL

SHIFT: 8:00 A.M. – 4:30 P.M. Monday-Friday, OFF Saturday-Sunday

PAY GRADE: RC014-11

SALARY RANGE: \$3,240 - \$4,592

CONTACT PERSON: Angela Covert, Bureau of Personnel Management, 217/782-5594

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Wednesday, January 24, 2018

POSTED FROM: January 10, 2018 TO: January 24, 2018

*CURRENT STATE EMPLOYEES: SUBMIT BID FORM AND CMS 100 APPLICATION TO ILLINOIS DEPARTMENT OF TRANSPORTATION, BUREAU OF PERSONNEL MANAGEMENT, ROOM 113, 2300 S. DIRKSEN PKWY, SPRINGFIELD, IL 62764, FAX: 217/557-3134, EMAIL: DOT.CO.BPM.EMPLOYMENTAPPLICATIONS@ILLINOIS.GOV

*Agency-to-Agency Transfer: In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location must submit an official transfer request form, which can be obtained on the work4illinois website.

*If bidding for a position in a higher classification, eligible bidders must submit CMS 100 B promotional application to CMS to obtain a promotional grade; submission for promotional grade must be within the designated posting period listed above.

NON-STATE EMPLOYEES: DO NOT APPLY DIRECTLY TO THIS AGENCY. FOR INSTRUCTIONS ON HOW TO APPLY, PLEASE REFR TO THE WORK4ILLINOIS WEBSITE AT WORK.ILLINOIS.GOV AND SELECT APPLICATION PROCEDURES.' ADDITIONAL INFORMATION MAY ALSO BE OBTAINED FROM THE AGENCY CONTACT PERSON LISTED ABOVE.